

## **Supervisor Checklist for Recruitment and Selection**

### **Part I – Recruitment**

This checklist is to assist you in the recruitment process. Forms mentioned are on the HR page of the DTS website at <http://emp.dts.utah.gov/resourceshr/hrpayrollforms.html>

- ☐ Complete the following form, obtain all signatures, and submit it to your HR Representative.
  - **Recruitment Request Form**
- ☐ Once you have obtained approval to recruit, work with your HR Representative in completing the following forms:
  - **Position Analysis Form** – this form helps HR in ensuring that the position being recruited for is properly classified.
  - **Recruitment Planning Worksheet** – this form helps the HR Representative in creating a recruitment that will properly advertise the job to job seekers and enable HR and the hiring supervisor to select the best candidates to interview.
- ☐ The job is posted for a minimum of five working days. A hiring list is then sent to the hiring supervisor with the names of candidates. Follow the hiring list instructions sent with the hiring list in selecting candidates to interview. Please note that a Schedule B recruitment requires the hiring supervisor to interview all candidates in a given band. A Schedule AT recruitment allows the hiring supervisor to interview any candidate he/she wishes.
- ☐ Schedule interviews with candidates selected for the interview process. Your HR Representative can assist you in this step.
- ☐ Your HR Representative will send letters to those candidates not selected for interviewing.
- ☐ Develop questions to be used for all candidates and have them approved by your HR Analyst.
- ☐ Determine criteria for which each candidate will be scored.

### **Part II – Interviewing and Selection**

This checklist is to assist you in the interviewing and selection process. When all items are completed, turn this checklist in to your HR Representative with the rest of the interview forms and notes.

- ☐ Have each candidate fill out the following form and return to the interview panel:
  - **Employee Reference Release / Disclosure of Relatives**

You may ask your HR Representative to send it to the candidates prior to their interview, or give it to the candidate as they are waiting for their interview to begin, in order to save time in the interview.

- ☐ After the interviews are completed and your final candidate(s) have been selected, call the references from the release form. Use the following form to verify information:

➤ **Employer Reference Check**

- ☐ After the final candidate has been selected, complete the following form *before* an offer is made:

➤ **Personnel Action Request**

Obtain the required signatures (3) from your Agency. You can fax or inter-office the signed form to your HR Representative.

- ☐ Once the offer has been approved at the department level, you may then make a verbal offer to the candidate. The candidate needs to be made aware that the offer is contingent on a successful background check.
- ☐ If the offer is accepted, inform your HR Representative of the candidate's start date. The HR Rep will prepare a formal offer letter for you to sign and present to the candidate.
- ☐ Telephone candidates interviewed but not selected. If you prefer, make arrangements for your HR Representatives to complete this step.
- ☐ Send all of the interview documentation to your HR Representative to put in the recruitment folder.

Once an offer is accepted, your HR Representative will contact the new employee to make arrangements for new hire paperwork to be completed and for the fingerprints to be done for the background check.